CC#7

Circular Letter No. 243.

October 5, 1905.

To Superintendents and Teachers of English:--

In accordance with the law as recently amended by the Legislature, the Department is announcing three courses in English for Porto Rican teachers for the present school year. The work of these courses is to begin during the week beginning October 23, and twenty-five lessons are outlined for each course. Written examinations, conducted by the American teachers, will be held Saturday, May 5, 1906. Oral examinations will be onducted on the Saturdays immediately preceding or following that date. The date for the oral examination will be announced in due time.

Superintendents are authorized to close their schools on one or two days of each week one hour or more before the usual closing time, and to require the attendance of all their teachers at the English classes, Teachers of English are required to keep an exact recordd of the attendance of every teacher and forward to the Superintendent each month a report of absences.

In each course, oral and conversational work should be made very prominent. Besides the oral exercises indicated in the different text-books there should invariably

be made a part of each day's lesson some more general conversation on topics of immediate and personal interest. The oral examinations will include a considerable amount of such conversational English.

For the use of the elementary and intermediate courses we have had prepared a special text-book, "Lessons in English". It is hoped that this book may not only prove useful in these courses, but may also serve to aid the teachers of English in their work with pupils. Copies of this book will be sent to the Superintendents in sufficient number to supply all teachers.

For the First Year (Elementary) Course, the entire work is contained in "Lessons in English". The book is to be used according to the directions in the Introduction.

For the Second Year (Intermediate) Course, in addition to the "Lessons in English", a course of reading and conversation in Prince's "Courses of Studies and Methods" of Teaching" is prescribed. As this book has been used to some extent by many of our teachers, the outline given herein may need to be varied in some instanes. The Department examination, however, will be given in accordance with the following outline:

Lesson	1	pages	48-50	Lesson	14	pages	92 - 95
"	2	"	50-52	"	15	"	95 - 97
"	3	"	53-55	"	16	"	97 -100
"	4	"	58-59	"	17	"	103 -107

Lesson	5	Pages	58-59	Lesson	18	pages	112 - 115
"	6	"	60-62	"	19	"	115 - 119
"	7	"	62-65	"	20	"	119 - 123
"	8	"	74-76	"	21	"	123 - 126
"	9	"	76-79	"	22	"	193 - 196
"	10	"	80-82	"	23	"	245 - 247
"	11	"	82-86	"	24	"	247 - 252
"	12	"	86-88	"	25	"	279 - 285
"	13	"	89-91				

Advanced or Third Year Course. The text-books used in the third year course are Prince's "Course of Studies and Methods of Teaching" and Hyde's "Practical Lessons in the Use of English." The former work is to be given as in the Intermediate Course. If more can be covered than is outlined in this schedule it may be done, but the examination will be limited to the sections named above. The schedule of work in Hyde's English" is as follows:

Lesson	1	pages	187 - 192	Lesson	14	pages	44 - 46
"	2	"	192 - 195	"	15	"	57 - 60
"	3	"	196 - 199	"	16	"	60 - 62
"	4	"	199 - 200	"	17	"	72 - 73
"	5	"	201 - 204	"	18	"	93 - 97
"	6	"	204 - 206	"	19	"	118 - 121
"	7	"	206 - 208	"	20	"	142 - 144
"	8	"	209 - 211	"	21	"	153 - 155
"	9	"	211 - 213	"	22	"	163 - 167

Lesson	10	pages	213 - 215	Lesson	23	pages	167 - 170
"	11	"	216 - 217	"	24	"	174 - 178
"	12	"	29 - 31	"	25	"	180 - 185
"	13	"	41 - 43				

This latter work provides abundant material for literary study and for conversational work. The exercises suggested in this book should always be included in the regular work, whenever being presented orally.

Only teachers with the most advanced knowledge of English should enroll in this course. The examination, both oral and written, will be very comprehensive, including not only the subjects treated in the two text-books, but a general conversational knowledge of English. It is expected that graded and principal teachers who successfully pass the examination of this ourse will be authorized to teach grades in English for the ensuing year.

In the arrangement of classes, the division of work among the teachers of English, where there is more than one teacher in a town, and in other matters not specifically provided for in this outline, the Superintendents are authorized to procede in accordance with thir own judgment.

Information in regard to prizes, and other matter of special interest to Porto Rican teachers, is being included in a circular letter especially directed to Porto Rican teachers.

N. B. Superintendents are requested to repot to this office on or before October 10 an estimate of the number of their teachers who will be enrolled in each course. Do not overlook this, as books for the courses must be ordered from the United States on that day.

Respectfully,

Acting Commissioner

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